



POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE

AGENDA

BOARD OF EDUCATION
School District No. 8 (Kootenay Lake)
570 Johnstone Road, Nelson, B.C.

TUESDAY, FEBRUARY 27, 2018

1:00 – 2:30 P.M.

1. **CALL TO ORDER** 

2. **ACKNOWLEDGEMENT OF ABORIGINAL TERRITORY**

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.

3. **INSERTIONS/DELETIONS TO PROPOSED AGENDA** 

4. **ADOPTION OF AGENDA**

Proposed Resolution: 

The Policy and Governance Committee of the Whole Agenda for the February 27, 2018 meeting, BE ADOPTED, as circulated.

5. **OPPORTUNITY FOR COMMENTS BY THE PUBLIC** 

6. **ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES** (p. 4) App. A

Proposed Resolution: 

The January 23, 2018 Policy and Governance Committee of the Whole Minutes, BE ADOPTED.


7. **OLD BUSINESS**

A. **Action**

a) **Policy & Development Review Project** (p. 10) App. B

Presentation, Anne Cooper, AZ Cooper Consulting

Proposed Resolution:

 The Policy & Development Review Project presentation
by Anne Cooper, BE RECEIVED.


b) Policy 743 - Anti-Idling of School Vehicles (p. 11) App. C

Proposed Resolution: 


Whereas no field testing comments were received, be it
resolved:

That Policy 743 - Anti-Idling of School Vehicles, be
recommended to the Board for approval.

B. Information/Discussion

a) Draft Revision of Policy 210 – Tobacco and Electronic Smoking
Devices (p. 12) App. D 

From the January 23, 2018 meeting:
Superintendent will review and bring back regulations.

b) Fundraised Monies for Extra-Curricular Activities – Pro Forma
(p.14) App. E 

From the November 28, 2017 Policy & Governance
Committee of the Whole Meeting:

- By consensus DPAC committee representatives will
contact PACs to gather information and bring to future
meeting.

c) Policy 307 - Physical Restraints and Seclusion in School Setting
Field Testing (p. 15) App. F 

8. **NEW: WHISTLEBLOWER PROTECTION** (p. 17) App. G

<http://www.bclaws.ca/civix/document/id/bills/billsprevious/4th40th:m207-1>

Proposed Resolution: 

The Whistleblower policy be sent for field testing, as presented.

9. **POLICY NEXT ON PRIORITY LIST** (p. 27) App. H 

10. **QUESTION PERIOD** 

An opportunity to ask for clarification.

11. MEETING SCHEDULE (p. 31)

App. I

The next Policy and Governance Committee of the Whole Meeting is scheduled for April 24, 2018 at Nelson Board Office.

12. ADJOURNMENT



A School District No. 8 (Kootenay Lake) Policy and Governance Committee of the Whole meeting was held Board Room, 570 Johnstone Road, Nelson, B.C., on Tuesday, January 23, 2018.

TRUSTEES PRESENT:

C. Bendig, D. Lang, B. Maslechko, S. Nazaroff, L. Trenaman, B. Wright, H. Suttie, R. Huscroft

REGRETS:

C. Beebe, Trustee
D. Holitzki, Director of Human Resources
B. Eaton, Director of Independent Learning Services
D. Kunzelman, KLTF
D. Sabourin, KLTF
J. Lih, DPAC

ALSO PRESENT:

C. Perkins, Superintendent
K. Morris, Secretary-Treasurer
L. Fehr, Director of Innovative Learning Services
E. Zdebiak, DPAC
B. Cross, KLPVPA
V. McAllister, KLPVPA
M. Bennett, CUPE
N. Latham, CUPE

VIA VIDEO CONFERENCE IN CRESTON:

CALL TO ORDER

Board Chair Trenaman called the meeting to order at 1:13 p.m.

ELECTION OF POLICY & GOVERNANCE COMMITTEE OF THE WHOLE CHAIR

Board Chair Trenaman called for nominations from the floor for the position of Policy & Governance Committee of the Whole Chair.

Trustee Wright nominated Trustee Suttie.

Board Chair Trenaman called for further nominations two additional times and hearing no further nominations, declared the nominations closed.

Trustee Suttie accepted the nomination and was declared Chair.

ACKNOWLEDGEMENT OF ABORIGINAL TERRITORY

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.

INSERTIONS/DELETIONS TO PROPOSED AGENDA

ADOPTION OF AGENDA

Moved by Trustee Maslechko, seconded by Trustee Nazaroff, AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Agenda for the January 23, 2018 meeting, BE ADOPTED, as circulated.

OPPORTUNITY FOR COMMENTS BY THE PUBLIC

Nil

ADOPTION OF POLICY AND GOVERNANCE COMMITTEE OF THE WHOLE MINUTES

Moved by Trustee Trenaman, seconded by Trustee Wright , AND RESOLVED THAT:

The Policy and Governance Committee of the Whole Minutes from the November 28, 2017 meeting, BE ADOPTED, as amended with one change: Trustee Trenaman chaired, not Trustee Suttie.

OLD BUSINESS

A. Action

a) Cold or Extreme Weather

Superintendent Perkins provided KLPVPA’s feedback as follows:

- Usually unique circumstances
- Couldn’t land where everyone would be in on the same page
- Protocol would be contact Director of Operations and then Superintendent

By consensus strike Cold or Extreme Weather from priority list

b) Draft Revision of Policy 210 – Tobacco and Electronic Smoking Devices

Superintendent Perkins provided a revision of policy to include vaping for modernization and advised another element to the policy will be cannabis on or near July 1, 2018.

Superintendent will review and bring back procedures but for now adding the vaping piece provides Principals something on which to fall back.

Discussion took place relative to sale of tobacco or vaping products.

Agreed that reference to sales, and liquids that go with the hardware, would be helpful in policy.

Discipline for violations of policy should be in Code of Conduct.

By consensus, the revised Policy 201 – Tobacco and Electronic Smoking Devices be sent for field testing, as presented.

B. Information/Discussion

a) Ad Hoc District Computer Network/Internet User Agreement Update

Trustee Nazaroff updated the Committee as follows:

- Committee met last week and Director Fehr did a rewrite to clean up;
- Suggested a media release permission policy separate from this policy;
- Took out permission for child's photo because already part of the registration package.

Director Fehr highlighted the following:

- K-3 document at bottom – reminder to parents my child may access inappropriate materials;
- 8-12 District accounts review by SD8 staff without notice of the user / staff as well;
- Relative to the code of conduct piece, draft references that internet is an extension of school and code of conduct applies;
- All age levels to include “if I choose, remove from child's possession if necessary”;
- Interim policy until Director of Information Technology is in place;
- Removal of device or internet access is legal if District owned hardware; removal of internet access if “Bring Your Own Device”;
- Employee use of BYOD is acceptable during break times.

Moved by Director Fehr, seconded by Trustee Nazaroff, AND RESOLVED THAT:

Policy 220, “Ad Hoc District Computer Network/Internet User Agreement”, be moved to top of priority list once Director of Information Technology is in place.

Moved by Trustee Wright, seconded by Trustee Huscroft, AND RESOLVED THAT:

The January 23, 2018 “Ad Hoc District Computer Network/Internet User Agreement” update, BE RECEIVED, for information.

By consensus, the revised Policy 220, “Ad Hoc District Computer Network/Internet User Agreement”, be sent for field testing

b) Draft Administrative Regulation: Policy 546 – Supervisory Conflict of Interest

Discussion took place relative to regulations as follows:

- Expansion to “Conflict of Interest” policy to cover off all employees, including supervisory;
- If a change to the policy is requested, then a pro-form is required;
- Possible violation of the Collective Agreement (seniority) and the review of case law before moving policy forward;

- Draft attached to agenda is based on legal advice and feedback;
- Policy is not meant to be punitive but in place to protect employer and employee;
- CUPE wants stated in the record of the meeting: Concerns remain; CUPE agrees in principle but not all Committee members will be this table forever. The next employer might say supersedes Collective Agreement. This is fine for us now but we're not here forever and there is case law.
- Superintendent advises can adjust and re-vet with legal.

Chair Suttie invited CUPE provide suggested revisions to the Superintendent and the Superintendent will revise regulations once CUPE's feedback is received.

c) Policy 721 – Pesticides/Herbicides

Director MacLean highlighted the following:

- Reviewed several policies from BC and spoke to other managers and directors in BC;
- All districts have a policy and has similar challenges in quality of fields given the policy;
- Larger centres are serviced by larger staffs and budgets;
- Clarified the first part of the handout is policy and bottom part of the handout is regulations;
- Regulations in the draft reflect current SD8 practice.

Discussion took place as follows:

- Pesticide is the umbrella for pesticides, herbicides, fungicides etc.
- Opportunity in the policy statement to include the value we place on outdoor spaces and making sure they are safe, healthy and accessible
- Need to attached an annual budget
- Appreciation for improved balance in the draft; after realizing unintended consequences of zero-tolerance

By consensus:

- Add the sentence: "The Board of SD8 values the environment and aims to keep grounds safe, healthy and accessible for all." to the policy statement;
- Remove regulations A through G; and
- Send for field testing.

d) Ambient Temperature Guidelines for District Facilities

Director MacLean highlighted the following:

- Could not find BC policy

Discussion took place relative to similarity to complexity of Cold or Extreme Weather, and that unless there is a definitive temperature for all, there should be no policy.

By consensus strike Ambient Temperature Guidelines for District Facilities, from priority list.

e) Ad Hoc Code of Conduct Committee

Ad Hoc Chair Trustee Bendig updated as follows:

- Collected and reviewed schools' Codes of Conduct and also met to select provincial Codes of Conduct;
- Thank you to all schools for their Codes of Conduct; they provided insight into culture of school;
- Most Codes of Conduct are compliant; some are not;
- To that end, once district pieces are completed, the Superintendent has a plan to implement and ensure all schools are in compliance
- Attached recommended drafts are borrowed from Coquitlam and Burnaby school districts;
- Ad Hoc Committee considers work done unless Policy & Governance Committee of the Whole members require revisions;
- Recommendations is that after a general discussion today, the draft be sent for enhanced field testing so that it has the time and gets the attention that it needs because its' so central to the operation of the District.
- Policy statement itself is the two paragraphs on page 2 of the appendix;
- The first page of the appendix is an example of something to be published on the website and on display at all sites, not part of the policy itself.

Suggested changes to draft were discussed as follows:

- Definition of "school community";
- Change "treated fairly and consistently" to "treated fairly and should understand this Code of Conduct";
- Reorganize order to reflect students, schools, district for better flow
- Terminology "shall" and "expect".

Superintendent Perkins suggests one more meeting of the Ad Hoc Committee for revision.

By consensus, Ad Hoc Code of Conduct Committee, be placed on the February 27, 2018 Policy & Governance Committee of the Whole agenda.

WHISTLEBLOWER – PRO FORMA

Moved by Trustee Maslechko, seconded by Trustee Nazaroff, AND RESOLVED THAT:

The “Whistleblower” Pro-Forma, referred by the Board on January 9, 2018, be placed after Policy 721, on the Policy Priority List.

POLICY DEVELOPMENT AND REVIEW

Chair Suttie and Superintendent Perkins:

- Introduced a policy revision project that would have a contractor modernize SD8’s 83 policies and by Fall 2018, including removals and additions;
- Contractor would be Anne Cooper who worked on a neighbouring school district’s policies and also was contracted by BCSTA for its HUB development.

Discussion relative to pros and cons at next meeting along with cost estimate

POLICY NEXT ON PRIORITY LIST

Nil

QUESTION PERIOD

Nil

MEETING SCHEDULE

The next Policy and Governance Committee of the Whole Meeting is scheduled for February 27, 2018 at Nelson Board Office.

ADJOURNMENT

The meeting adjourned at 2:36 p.m.

Chair

Secretary-Treasurer

February 9, 2018



Anne Cooper

SD 8 (KOOTENAY LAKE) POLICY REVISION PROJECT

1. PHASE 1 ANALYSIS (FEBRUARY)

Review of all policies, categorizing of type of revision most likely to be undertaken. Excel matrix produced color coded, references to all School Act, School Act Regulations, Ministerial Orders, Ministry Policy, etc. provided for reference in revisions, insights into currency of policy, background information for Administrative Procedures.

✓ 12 hours

2. PHASE 2 IMPLEMENTATION (FEBRUARY)

Working session with the Policy Committee, of a half day duration, on site. Includes an overview of processes, discussion regarding overall approach to revisions, including: differentiation of Policy Statements, Policy Guidelines and Administrative Procedures. Finalization of subsequent work plan, a sample policy revised together (suggest the policy on policy development)

✓ 12 hours - no charge for travel time

✓ Mileage reimbursement for 500km

3. PHASE 3 POLICY REVISIONS (MARCH-JUNE)


Draft policies prepared for all Governance topics, reviewed by Policy Committee, and then all other sections reorganized, renumbered with a road map for completion. Additional policy revisions can be completed for every section

This is a good time to develop a nice new format for policies.

- ✓ detailed revisions to Governance, includes moving policies into the section as needed of. Policy Development
- reorganize remainder and have them ready for a final revision by district staff (this assumes that a pattern of acceptable revisions is clear and District Staff can easily undertake detailed revisions of remainder).

✓ 36 hours

* Total hours 60 hours @
100.00 per hour. Mileage
costs billed to district

<p>HISTORY: October 17/17 – Field Testing Drafts:</p>		<p align="center">Anti-Idling of School Vehicles</p>	<p>POLICY NO. 743</p> <p align="center">Page 1 of 1</p>
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POLICY

The Board of Education of School District #8 (Kootenay Lake) seeks to reduce student and driver exposure to exhaust particulate matter, reduce the environmental impact of school district operations and reduce fuel expenses; by limiting unnecessary idling of all School District #8 owned, leased or rented vehicles.



SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE)

POLICY

SMOKING AND VAPING FREE ENVIRONMENT

The Board of Education encourages a safe and healthy learning and teaching environment. The Board is committed to its responsibility of enforcing a tobacco and vapour products free environment, as required under the Tobacco and Vapour Products Control Act.

In accordance with Section 2.2 of the Tobacco and Vapour Products Control Act, the use of tobacco and vapour products is banned on all public Kindergarten to Grade 12 schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property.

REGULATIONS

1. According to the Tobacco and Vapour Products Control Act, the following definitions apply:
 - a. “activated e-cigarette” means an e-cigarette in which an e-substance is being vapourized;
 - b. “e-cigarette means the following:
 - i. A product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air;
 - ii. A prescribed product or device similar in nature or use to a product or device described in subparagraph a);
 - c. “e-substance” means a solid, liquid, or gas that:
 - i. On being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid, or gas contains nicotine; and

- ii. Is not a controlled substance within the meaning of the Controlled Drugs and Substances Act (Canada);
 - d. “tobacco” means tobacco leaves or products produced from tobacco in any form or for any use;
 - e. “vapour product” means the following:
 - i. An e-cigarette;
 - ii. An e-substance;
 - iii. A cartridge for, or a component of, an e-cigarette.
- 2. This ban applies to all school properties whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.
- 3. School Staff will cooperate with health and community agencies who provide smoking prevention and cessation programs.
- 4. Any student selling or who has sold tobacco or vapour products or violates this policy during anytime the school has or had jurisdiction over the behavior of the student, will be disciplined in accordance with the District and school discipline policies.
- 5. This policy does not apply to the ceremonial use of tobacco in or on school property if the ceremonial use of tobacco is approved by the Board and it is performed:
 - a. In relation to a traditional Aboriginal cultural activity; or
 - b. By a prescribed group for a prescribed purpose, if this has been given the authorization of the school’s principal and aligns with this policy.

Fundraised Monies for Extra Curricular Activities - History

Board Referral

New policy

The following Resolution was adopted at the April 17, 2012 Board of Education Meeting:

The matter of fund raised monies for extra-curricular activities be Referred to the Policy Committee for creation of policy.

November 23, 2012

Need to set policy for school trust accounts – fundraised funds left over

Handling of fundraised funds – legal risk and liability.

By consensus, it was agreed that the Secretary-Treasurer be asked to attend the next meeting to advise of finance policy gaps and policies that have been implemented.

Fund Raised Monies for Extra Curricular Activities

December 21, 2012, January 11, 2013, February 22, 2013

Secretary-Treasurer Morris has been invited to attend the meeting.

April 19, 2013

Kim Morris joined the meeting.

What happens when funds are raised:

There are several scenarios. Kim: Right now, once the money is in the school trust account it is at the discretion of the school principal - hopefully with an agreement with PAC regarding the purpose of the funds. Is the PAC making a contribution in general, or for a specific purpose? Many districts in the province do have policy around fundraising and the PAC relationship with the school. Any policy we contemplate shouldn't conflict with PAC constitutions. If the funds are in the school's account, it is the school's money. When a fundraising event occurs, there should be an agreement regarding the purpose of the funds, and an agreement regarding any surplus amounts. Any change to district property or structures should be at the discretion of the Board...if you make a big purchase, such as a playground...it becomes the property of the Board. Surplus...One policy spoke to having on the PAC agendas a discussion about what to do with surplus. Any monies in a school trust account are under the discretion of the Principal.

ACTION

Jeff and Kim will develop a draft policy relative to school budgets/trust accounts and bring to a future meeting.

HISTORY: October 17/17 – Field Testing Drafts:		Physical Restraints and Seclusion in School Settings	Policy No. 307
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POLICY

Kootenay Lake School District #8 is committed to providing a safe, secure and respectful environment for students and staff. Positive and least restrictive approaches in the provision of student supports are considered best practice. The purpose of these provisions is to promote a response that protects both the individual and others' safety and well-being.

Individuals/staff who work directly with a student in situations where there is a potential for imminent danger of serious physical harm to the student or others must be familiar with the *Provincial Guidelines – Physical Restraint and Seclusion in School Settings, B.C. Ministry of Education June 3, 2015*
<http://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/support/diverse-student-needs/physical-restraint-seclusion-guidelines.pdf>

Physical restraint or seclusion is used only in exceptional circumstances where the behaviour of a student poses imminent danger of serious physical harm to self or others and where less restrictive interventions have been ineffective in ending imminent danger of serious physical harm.

Schools will have access to individuals, preferably staff members, who are trained in positive behaviour intervention supports, conflict and crisis de-escalation and non-violent crisis intervention techniques.

All staff working directly with a student where there is a potential for imminent danger of serious physical harm to self or others will be provided the opportunity to participate in training regarding the use of physical restraint and seclusion.

Administration will review Policy No. 307 - Physical Restraint and Seclusion in School Settings annually for currency.

DEFINITIONS:

“Behaviour” the actions by which an individual adjusts to his or her environment. It is commonly understood that behaviour is communication. It is the impact of the behaviour that dictates whether the behaviour is negative or positive.

“Physical Restraint” is a method of restricting another person’s freedom of movement or mobility in order to secure and maintain the safety of the person or the safety of others. The provision of a physical escort (i.e. temporary touching or holding of a student’s hand, wrist arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location) does not constitute physical restraint. Neither is the provision of physical guidance or prompting of a student when teaching a skill, redirecting attention, or providing comfort.

“Seclusion” is the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving. Behaviour strategies, such as “time out”, used for social reinforcement as part of a behaviour plan, are not considered “seclusion”. Neither is it considered seclusion where a student has personally requested to be in a different/secluded location or space.

“Time-out” is the removal of a child from an apparently reinforcing setting to a presumably non-reinforcing setting for a specified and limited period of time.

From:

Sent: Thursday, November 16, 2017 8:45 PM

To: Nona Lynn <nona.lynn@sd8.bc.ca>

Subject: Re: Field Testing - Policy 307 and 743

Hello Nona,

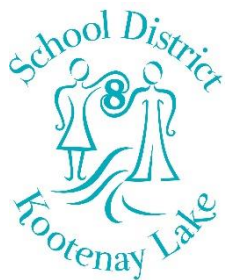
My name is _____ and I am a parent at Redfish school as well as a registered nurse in the community. Raeanne asked me to look over the seclusion policy above as I mentioned to her that I have an understanding of this area. I hope the teachers will never have to put this in to action this but it's always good to be prepared.

The interior health seclusion and restraint policy is similar to the one included for SD8 other than it is general not for pediatrics (age 17 and under).

There are a couple of areas that I would emphasis when implementing this policy which is the creation of a care plan for the student as well as a tight time frame when they are in seclusion. When we care for someone in seclusion with or without restraints the check is every 15 mins(which is in your policy) and the need for seclusion needs to be reviewed by a physician within a certain amount of time, I think two hours?

I would highly recommend that if a student was placed in seclusion and or restraints applied, that within the hour they are transferred to health care professionals.

Thank you for allowing my input.



SCHOOL DISTRICT NO. 8 (KOOTENAY LAKE) POLICY PRO-FORMA

For more information on Policy and Regulation development see Policy No. 230

Title of Proposed Policy:

Purpose and rationale for the proposed Policy:

Suggested wording:

Submitted by: _____

*Please save and email your Policy Pro-Forma to nona.lynn@sd8.bc.ca
or print and mail to:*

School District No. 8 (Kootenay Lake) | 570 Johnstone Road | Nelson | BC | V1L 6J2

Adopted: 2016-02

WHISTLEBLOWER PROTECTION

Policy

The Board of Education is committed to the highest standards of openness, honesty and accountability and believes that there is a shared responsibility between employees and the Board to prevent harm and injury. Employees acting in good faith, who have information about potentially fraudulent, injurious, illegal or dishonest behaviour of any employee should bring such information to the attention of their supervisor, the Superintendent of Schools or Secretary Treasurer.

Limitation and Constraint:

- The information should be treated in a confidential manner
- No acts of retribution or retaliation will be taken against anyone for making a report in good faith
- Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

POLICY

POLICY #580 Whistleblower Protection

RATIONALE

The Board of Education is committed to the highest standards of openness, honesty and accountability. Employees are often the first to realize that there may be something seriously wrong within the district. The Board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper activity by district officers or employees.

POLICY

The Board is strongly committed to upholding ethical standards in the school district. All employees, and others performing work on behalf of the district, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board policies that apply to their work activities in addition to demonstrating ethical behaviour in all their decisions and interactions.

The Board expects employees, and others that the Board deals with, who have serious concerns about any aspect of the district's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.

ADOPTED: November 10, 2014

Reviewed/Revised:
Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #580 Whistleblower Protection

1. Authority

- 1.1 The responsibility for the day to day administration and enforcement of this policy rests with the Superintendent of Schools and the Secretary-Treasurer as authorized by the Board of Education.
- 1.2 The provisions of this policy are independent of, and supplemental to, the provisions of collective agreements between the district and its unions relative to grievance procedures, and to any other terms and conditions of employment.

2. Definitions for the Purpose of this Regulation

- a) **“Board”** – is the Board of Education of School District No. 67 (Okanagan Skaha).
- b) **“Employee”** – applies to all trustees, officers, directors and employees of the district as well as to all other stakeholders having an interest in the District including suppliers, consultants and contractors.
- c) **“Good Faith”** – is evident when a report is made without malice or consideration of personal benefit and the employee has a reasonable basis to believe that the report is true.
- d) **“Reportable Activity”** – is any unlawful, illegal or inappropriate behavior and can include:
 - An unlawful act, whether civil or criminal
 - Questionable accounting practices
 - Falsifying district records
 - Theft of cash, goods, services or time
 - A dangerous practice likely to cause physical harm or damage to property
 - Abuse of power or authority
 - Retaliation for reporting under this policy

3. Duty to Disclose

- 3.1 The Board expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the Board and give the district a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

4. Protection of Employee and Employer

4.1 Employee

- a) Any employee who files a report or raises a concern under this policy will be protected if the employee:
 - i. Provides the information in good faith;
 - ii. Believes it to be substantially true;
 - iii. Does not act maliciously or make false allegations; and
 - iv. Does not seek any personal or financial gain.
- b) All reports under this policy will be handled with strict confidentiality and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation.
- c) If an employee files a report or raises a concern under this policy, the district will not retaliate against him or her in any manner, including dismissal or demotion, due to the reporting.
- d) If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.

4.2 Employer

Nothing in this policy shall be deemed to diminish or impair the rights of the district to manage its employees under any policy or collective agreement, or to prohibit any personnel action which otherwise would have been taken regardless of the reporting information.

5. Reporting a Complaint

- 5.1 Employees and stakeholders may submit a complaint about any Reportable Activity to the Superintendent or Secretary-Treasurer at the School Board Office, in writing via email or by written letter form submitted in confidence to either the Superintendent or Secretary-Treasurer.
- 5.2 It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint.

6. Investigation

- 6.1 Upon receiving a complaint, the Superintendent or Secretary-Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a Reportable Activity under this policy.
- 6.2 If the Superintendent or Secretary-Treasurer determines that the complaint is a legitimate Reportable Activity, he or she will open a file and commence an investigation

- 6.3 The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation.
- 6.4 a) The Superintendent or Secretary-Treasurer may enlist senior management and/or outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
- b) The Superintendent or Secretary-Treasurer will enlist the appropriate outside legal, accounting or other advisor to conduct any investigation, when investigating senior management (including principals and vice-principals). All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
- 6.5 It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's policies.
- 6.6 If an investigation establishes that an employee has engaged in improper activity or reportable activity, the Board will take immediate and appropriate corrective action.

7. Annual Report

- 7.1 The Superintendent shall submit to the Board, in a closed meeting, an annual summary of actions taken under this policy. The summary will include reports received and acted upon during the school year, July 1st or June 30th.

ADOPTED: November 10, 2014	Reviewed/Revised:
	Statutory Reference:



School District No. 27 (Cariboo-Chilcotin)

WHISTLEBLOWER PROTECTION

Policy No. 4112

Effective: February 2014

Initial Adoption: February 2014

Preamble

The Board is committed to the highest standards of openness, honesty and accountability. Employees are often the first to realize that there may be something seriously wrong within the District. The Board encourages employees, acting in good faith, to report what the employee reasonably believes to be true and reasonably believes to be an improper activity by District officers or employees.

Policy

The Board is strongly committed to upholding ethical standards in the School District. All employees, and others performing work on behalf of the District, are expected to conduct themselves in a professional manner, adhere to applicable laws and Board Policies that apply to their work activities in addition to demonstrating ethical behavior in all their decisions and interactions.

The Board expects employees, and others that the Board deals with, who have serious concerns about any aspect of the District's operations with respect to potential evidence of wrongdoing, to come forward and voice those concerns.

Regulations

A. Authority

1. The responsibility for the day to day administration and enforcement of this Policy rests with the Superintendent of Schools and the Secretary Treasurer as authorized by the Board of Education.
2. The provisions of this Policy are independent of, and supplemental to, the provisions of collective agreements between the District and its Unions relative to grievance procedures, and to any other terms and conditions of employment.

B. Definitions for the purpose of this regulation:

1. Board – is the Board of Education of School District No. 27 (Cariboo-Chilcotin)
2. Employee – applies to all trustees, officers, directors and employees of the District as well as to all other stakeholders having an interest in the District including suppliers, consultants and contractors.
3. Good Faith – is evident when a report is made without malice or consideration of personal benefit and the employee has a reasonable basis to believe that the report is true.

4. Reportable Activity – is any unlawful, illegal or inappropriate behaviour and can include:
 - a. An unlawful act, whether civil or criminal
 - b. Questionable accounting practices
 - c. Falsifying District records
 - d. Theft of cash, goods, services or time
 - e. A dangerous practice likely to cause physical harm or damage to property
 - f. Abuse of power or authority
 - g. Retaliation for reporting under this Policy

This list is not all-inclusive but is intended to give an indication of the kind of conduct which may be considered as 'reportable activity'.

This does not include personnel actions taken in the course of conducting the District's business where such matters are most appropriately addressed by reference to the applicable collective agreement.

5. Report – is an oral or written disclosure of information made through the processes described below.

C. Duty to Disclose

1. The Board expects that an employee who is aware of any improper activity or wrongdoing will bring the matter to the attention of the Board and give the District a reasonable opportunity to investigate and take corrective actions appropriate to the circumstances.

D. Protection of Employee and Employer

1. Employee
 - a. Any employee who files a report or raises a concern under this Policy will be protected if the employee:
 - i. Provides the information in good faith;
 - ii. Believes it to be substantially true;
 - iii. Does not act maliciously or make false allegations; and;
 - iv. Does not seek any personal or financial gain.
 - b. All reports under this Policy will be handled with strict confidentiality; and personally identifiable information from the report will be shared only to the extent necessary to conduct a complete and fair investigation.
 - c. If an employee files a report or raises a concern under this Policy, the District will not retaliate against him or her in any manner, including dismissal or demotion, because of the reporting.

- d. If an investigation reveals that the report was frivolously made or undertaken for improper motives or made in bad faith or without reasonable and probable basis, disciplinary action may be taken.
2. Employer
 - a. Nothing in this Policy shall be deemed to diminish or impair the rights of the District to manage its employees under any Policy or collective agreement; or to prohibit any personnel action which otherwise would have been taken regardless of the reporting of information.

E. Reporting a Complaint

1. Employees and stakeholders may submit a complaint about any Reportable Activity to the Superintendent or Secretary Treasurer at the School Board Office, in writing via email or by written letter form submitted in confidence to either the Superintendent or Secretary Treasurer.
2. It is important for employees or stakeholders making a complaint to understand that the investigation of a complaint will be most effective if they have provided their name and contact information, when submitting a complaint.

F. Investigation

1. Upon receiving a complaint, the Superintendent or Secretary Treasurer will record the receipt of the complaint and determine whether the matter is, in fact, a Reportable Activity under this Policy.
2. If the Superintendent or Secretary Treasurer determines that the complaint is a legitimate Reportable Activity, he or she will open a file and commence an investigation.
3. The investigation generally will include, but will not be limited to, discussions with the reporting employee, the party against whom the allegations have been made and witnesses, as appropriate. Employees shall not obstruct or impede any investigation. Reasonable actions will be taken to prevent retaliation against anyone making a good faith report or participating in an investigation.
4. a. The Superintendent or Secretary Treasurer may enlist Senior Management and / or outside legal, accounting or other advisors, as appropriate, to assist in conducting any investigation. All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.

- b. The Superintendent or Secretary Treasurer will enlist the appropriate outside legal, accounting or other advisor to conduct any investigation, when investigating senior management (including principals and vice-principals). All investigators shall be independent and unbiased both in fact and appearance. Investigators have a duty of fairness, objectivity, thoroughness and observance of legal and professional standards.
5. It is the obligation of all employees to cooperate in any investigation. Those responsible for the investigation will maintain confidentiality of the allegations and the identity of the person involved, subject to the need to conduct a full and impartial investigation and remedy any violations of law or the Board's policies.
6. If an investigation establishes that an employee has engaged in improper activity or reportable activity, the Board will take immediate and appropriate corrective action.

G. Annual Report

1. The Superintendent shall submit to the Board, in a closed meeting, an annual summary of actions taken under this Policy. The summary will include reports received and acted upon during the school year, July 1st to June 30th.

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
	Annual Student Symposia	Each Committee of the Whole is scheduling an annual Student Symposia		
102	Board Meeting Procedures & District Committees	Oct 7/14 Board referral – Top Priority Change of governance & committee structure – referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
115	Communication Protocols	Oct 7/14 Board referral – Top Priority referred to Ad Hoc Policy 100's Committee	Board Referral	Apr 7/15 Board Working Session
220	District Computer Network/Internet User Agreement	Nov 2017 – Ad Hoc District Computer Network/Internet User Agreement update Feb 20/18 – Sent for Field Testing	Board Referral	
461	School Choice & Catchment	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work	Board Referral	
462	Schools and Programs of Choice	Dec 13/16 – policy waived for 17/18 registration with 2 amendments: “continuing student” and transfer opening date change to January Draft Policies prepared – waiting for Ad Hoc Catchment/Boundary Committee to complete its work	Board Referral	
Bylaw #2	Local School Calendar	May, 2015 - Bylaw #2 Local School Calendar Proposed Resolution: It be recommended to the Board that review of Local School Calendar Bylaw #2 be included in the Board's review of Policy 100 series and existing bylaws.	Board Referral 613	
	Freedom of Information	October 4/13 – Focus a whole meeting to review FOI, expression policies – Superintendent will develop a process		
	Human Rights Code and School Codes of Conduct	Dec 13, 2016 – placed on Priority List	Board Referral	Superintendent

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
302	Student Services	September 2017 – New Policy 307 – Physical Restraint and Seclusion in School Setting – sent for field testing. May 16/17 – Director Eaton will provide guidelines at next meeting. “hands off” legislation update	Board Referral	Ben
743	Anti-idling of School District Vehicles	September 2017 – Field Testing	Board Referral	
721	Pesticides/Herbicides	June 14/16 – placed on Priority List Feb 20/18 – Sent for Field Testing	Board Referral – Pro forma	
NEW	Whistleblower	Jan. 23, 2018 – placed on Priority List	Board Referral – Pro forma	
	Fund Raised Monies for Extra Curricular Activities	policy for a future meeting	Board Referral New policy	Kim
	Child Care Providers in schools	Mar 26/13 Board Referral	Board Referral New policy	Jeff to draft policy.
NEW	Procurement and Purchasing	Prioritized by P&G Feb 7/17	Board Referral New policy	
110	Speaking on Behalf of the Board 1996	Apr 4/14 Include all 3 paragraph statements from Policy 110 & 111 as policy statements with no regulation, and it be forwarded for field testing.	Review	Apr 7/15 Board Working Session
203	Discrimination & Harassment 2008	Policy to be reviewed by HR & BCPSEA Changes to definition of harassment	Review	
200	Prevention of Violence in the Workplace 2009	Changes to definition of harassment	Review	
300	Student Conduct & Discipline 2004	Field test for feedback: relevancy and alignment	Review	

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
430	Extra and Co-Curricular Activities	May 3, 2016 Meeting - Prioritized Feb 9/16 Pro forma from JSAC Feb 7/17 DPAC Pro-Forma re Transparency	Board Referral	
205	Fees, Deposits & Financial Hardship 1999	Values and operational practices discussion Feb 7/17 DPAC Pro-Forma re Transparency	Review	
304	Student Records 2002	Field test for feedback: practice and alignment	Review	
204	Criminal Records	Housekeeping: College of Teachers Amended Policy to be reviewed by HR & BCPSEA	Review	
323	Cell Phones & Digital Devices 2010	Review Policy	Review	
207	Child Abuse & Neglect 2001	<ul style="list-style-type: none"> • Trilateral agreement • Changes to teacher to report 	Review	Jeff & Ben
440	Distributed Learning 2009	<ul style="list-style-type: none"> • Consult with DL staff • Combine with #442 	Review	Jeff & Ben
502	Personnel Files 1998	Recommendations from HR	Review	Jeff & Deanna
504	Confidential Medical Records 2006	Recommendations from HR	Review	Jeff & Deanna
711	Playgrounds	Should include construction and current practices Recommendations from Operations	Review	Jeff, Kim, Larry
111	Board Representatives 1997	See #110 notes	Review	Apr 7/15 Board Working Session
311	Head lice 2008	Change Reg. #4 regarding volunteer checks and #6 students can attend after treatment	Review	
730	Pupil Transportation 2001	<ul style="list-style-type: none"> • Combine with #731 and #732. • Have these 3 the only agenda item. • Ask Larry Brown to attend. 	Review	

School District No. 8
Policy & Governance Committee of the Whole Annual Plan
Policy Revisions and Review – November 2017

Policy #	Policy Name (in priority order)	Status	Originating	Assignment
731	Bus Transportation for Independent School Students 2009	See #730 notes	Review	
732	Transportation Assistance 2010	See #730 notes	Review	
740	Care/Handling of Sick or Injured Students at School 2003	Review for current	Review	
541	Administrative Mobility 1998	<ul style="list-style-type: none"> • Specific language for distance of transfers • Consult PVPA 	Review	
515	Teacher-Administrator Exchanges	Change wording of Reg. #1	Review	
710	Overnight Accommodation 1999	External organizations use of school facilities; costs etc.	Review	
720	Asbestos 1998	Update for current.	Review	
612	School Inventories 2002	Align practice and policy	Review	
216	Police Investigations in Schools 2001	Review for current	Review	
	Authority to Superintendent and Secretary-Treasurer to sign documents on behalf of Board	Recommended by our Lawyer, Ron Bogusz	New policy	
	Board/Chair Evaluation & Monitoring Plan	Nov 4/14 Prioritized	Board Referral – New Policy	
	Superintendent Evaluation Process & Monitoring Plan	Nov 4/14 Prioritized	Board Referral – New Policy	

2017-2018 Board Calendar

DATE	TIME	BOARD MEETING	COMMITTEE of the WHOLE MEETING	OTHER
September 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
September 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
October 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
October 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
November 14	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
November 28	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
December 12	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 9				Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
January 23	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	

DATE	TIME	BOARD MEETING	COMMITTEE of the Whole Meeting	Other
February 13	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
February 27	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
March 13	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 10	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
April 24	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
May 8	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
May 22	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	
June 12	1:00-2:30			Flex Meeting (Optional Use)
	3:00-4:00	Closed Board Meeting		
	5:00-7:00	Regular Open Board Meeting		
June 26	12:30-2:00		Policy and Governance	
	2:30-4:00		Education	
	4:30-6:00		Finance and Operations	